



1. Please produce a copy of any internal City policy or procedure, or any ordinance which prohibits employment discrimination or sexual harassment against City employees or job applicants

City of Glenpool Employee Handbook and Personnel Policies

ARTICLE 9: EMPLOYEE CONDUCT AND RELATIONS

ARTICLE 1: INTRODUCTION

1.1 PURPOSE

The Mayor and Council of the City of Glenpool determine the policies which will govern the operations of the City. The City Manager, as the corporate authority of the City of Glenpool, implements the policies determined by the Mayor and Council. City employees work directly for the Office of the City Manager.

The rules and regulations contained herein have been prepared as a guide and reference for management personnel at all levels of authority. It describes the basic personnel policies and practices of the City of Glenpool. The City reserves the right to add, revoke or modify these policies and practices at any time.

The City of Glenpool is an Employment-at-Will employer. The policy and procedures contained herein are not meant to imply permanency in employment nor create a contractual arrangement between employer and employee.

The City of Glenpool prohibits discrimination in employment because of race, sex, religion, age, national origin or disability in the recruiting, hiring, training and promotions for all positions within the City. City Management is committed to equal treatment of all employees, including equal treatment in compensation, benefits, transfers, tuition assistance, demotions, terminations, layoffs and recalls. The City of Glenpool neither tolerates nor participates in discrimination based on race, sex, religion, age, national origin or disability. The City of Glenpool will provide a reasonable accommodation to assist a qualified individual with a disability, to perform the essential job functions of his/her position.

Any employee believing he/she is being discriminated against because of race, sex, religion, age, national origin or disability, shall discuss this with his/her immediate supervisor or department head, or with the Human Resources Director. A grievance procedure to assist in resolving complaints for any type of discriminatory treatment is provided in the City of Glenpool Policy and Procedure Manual.

9.6 HARASSMENT

- A. The City of Glenpool maintains a policy of “zero” tolerance for harassment on the basis of race, color, age, religion, sex, national origin, disability, marital or veteran status. The City shall not tolerate conduct that creates a hostile or offensive working environment.
- B. Sexual harassment is a violation of Section 703, Title VII of the Civil Rights Act of 1964. Sexual harassment is defined as unwelcome sexual conduct that is a term or condition of employment. It consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to, or rejection of, such advances, requests or conduct affects a benefit such as terms or conditions of employment or is used as a basis for an employment decision; or when such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work by creating an intimidating, hostile, humiliating or offensive work environment.
- C. Harassment may take many forms; subtle and indirect, or blatant and overt. It may be conduct toward an individual of the opposite sex or the same sex. It may occur between peers or between supervisor and subordinate. It may be aimed at coercing an individual to participate in an unwanted sexual relationship and/or it may have the effect of causing an individual to change behavior or work performance. It may consist of repeated actions or arise from a single incident. Determining what constitutes harassment depends on many factors and will require investigation of the specific facts of the incident(s).
- D. Supervisors are responsible for maintaining a discrimination-free work environment and are strictly prohibited from engaging in conduct, implying or allowing conduct that is discriminatory. Supervisory personnel shall receive periodic training on harassment issues and investigative procedures. Supervisory personnel are required to assist in investigative procedures for complaints of harassment. Investigative procedures shall be directed by the City Manager, Director of Human Resources, or City Attorney. An individual who perceives that they are being harassed should make it known to the offender that the activities are unwelcome and request that the action(s) cease immediately. Reporting the incident is not required, however if reported, the facts should be documented with a copy provided to the Director of Human Resources. Recipients of harassment may file a formal complaint without regard to the normal chain of command. The complaining party may go directly to the Director of Human Resources, City Attorney, any Supervisor, or the City Manager. Strict regard to confidentiality of the complaint must be observed in any complaint and/or investigation. The Director of Human Resources is the Compliance Officer for the City of Glenpool and as such has the authority to investigate and resolve all complaints of harassment as approved by the City Manager. In appropriate cases professional investigators may be engaged to perform the investigation of complaints.

of harassment. Investigations shall be conducted under the control of the City Attorney's office, conducted in a confidential manner, with the investigative reports provided to the Attorney for his/her files. Subsequent action deemed appropriate based on the facts of the investigation shall be as directed by the City Manager.

- E. The City of Glenpool shall not tolerate reprisal against an individual who in good faith reports or provides information in an investigation about behavior that may violate this policy. Acts of reprisal against an individual should be reported immediately to the Director of Human Resources or the City Manager.
- F. All complaints of harassment shall be reported immediately, investigated in an expeditious and confidential manner, and corrective action, if required, shall be completed as soon as possible. All employees are subject to this policy and are expected to conduct themselves in a manner that would preclude harassment of any nature. Any conduct contrary to this policy shall result in immediate disciplinary action, which may include termination of employment.

2. Please produce a copy of any City ordinance which protects specific groups or individuals (for example, age, race, sex-gender, religion, national origin, disability, sexual orientation, or gender identity).

There is no City ordinance.

3. Please indicate whether the City Code is available on the Internet

City Code is not currently available on the internet.